



SIGNET HEADQUARTERS WORKSHOP SCHEDULE NOVEMBER 1995

Hours: 9:00 a.m., 10:30 a.m. and 2:30 p.m.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
File Manager - Windows Viewing options; Creating directories; Copying and moving files 30	Table of Contents - WordPerfect for Windows Defining format and marking text; Generating Table of Contents, indexes, lists and references 31	Correspondence Register - Corporate Applications Adding items to the incoming/outgoing register; column headings; viewing and sorting; searching; online Help 1	Recording Macros - Quattro Pro for Windows Creating a simple macro using the Record option; Correcting and editing a simple macro 2
Introduction - Quattro Pro for Windows Opening and saving notebooks; Entering labels, values and formulas; Using the speedbar 6	Formatting your Notebook - Quattro Pro for Windows Formatting using the speedbar; Using the styles list; Speedformat; Block, page, application properties 7	Creating Databases - Quattro Pro for Windows Database basics; Formatting to create queries; Extracting and sorting data 8	@ Functions - Quattro Pro for Windows Entering @ functions; Using operators; Copying and pasting @ functions 9
Remembrance Day 13	No Workshop 14	Sending a Formal Message (CDCS) - ICONDESK 4.4 Sending a formal message (CDCS) using ICONDESK 4.4 15	Filing - ICONDESK 4.4 Managing messages of the organizational mailbox (For users with permission only) 16
Reveal Codes - WordPerfect for Windows Understanding the world of codes; Auto code placement; Changing Reveal Codes colours 20	Intermediate Merge - WordPerfect for Windows Using field names; Conditional merges 21	JetForm Filler Procedures - Corporate Applications (N) Opening a form; Setting the view options; Saving the form; Printing the form 22	Managing Attachments - ICONDESK 4.4 Sending, receiving, browsing and exporting attachments; Saving attachments to a new filename 23
Headers & Footers - WordPerfect for Windows Creating, editing, suppressing and discontinuing headers and footers; Numbering pages 27	All About Copy and Paste - Quattro Pro for Windows Copying contents vs. properties; Relative vs. absolute references; Pasting links 28	Proofing your Documents - WordPerfect for Windows How to use Search and Replace, Speller and Thesaurus, Redlining and Strikeout 29	Introduction to Grammatik 5 - WordPerfect for Windows Basic procedures to do grammar checking 30

N: New Workshop **R:** Revised Workshop

Basic

Intermediate

Advanced